

(b) Approval by the commission of temporary appointments shall be required before the civil service commission may certify to the legality of the payrolls upon which such names appear. Such approval should be had before employment of temporary employees begins.

(c) Approval by the commission before employment begins shall not be required in the case of an emergency placement, but each such appointment shall be reported to the civil service commission immediately.

(d) When there is a vacancy in a scientific, managerial, professional, or educational class and there is a shortage of applicants in that class, the commission may approve the appointment of an applicant recommended by the mayor upon satisfactory evidence that the applicant meets the requirements for the class and is qualified otherwise; however, the commission may require the applicant to pass either an assembled or an unassembled examination, or both, to qualify.
(Code 1968, § 12-114)

Sec. 14-115. Transfers.

(a) A department director, with the approval of the mayor, may request the civil service commission to transfer or reclassify within his department any classified employee under his jurisdiction from one position to another position in the same class with the same maximum salary. Transfer or reclassification shall not be allowed until prior approval by the civil service commission. Transfer of a classified employee from a position under the jurisdiction of one department director to a position under the jurisdiction of another department director may be made only upon approval of the civil service commission and both department directors concerned. Any transfer of an employee from a position in a lower class to a position in a class carrying a higher maximum salary shall be deemed a promotion; while any transfer from a position in a higher class to a position in a class carrying a lower maximum salary shall be deemed a demotion and neither may be accomplished except in the manner provided in these rules for making a promotion and for making a demotion. A city employee in a noncivil service position shall be neither trans-

ferred, appointed, nor promoted to a civil service position without first having been qualified by the civil service commission.

(b) When the best interests of the city may be served thereby, the commission may approve transfers, to vacancies, of employees who are about to be displaced for reasons not reflecting upon the efficiency, character, conduct or capacity of those employees.
(Code 1968, § 12-115; Ord. No. 05-91, § 1, 1-25-05)

Sec. 14-116. Procedure.

The director shall institute procedures and designate forms for carrying on all of the activities involved in such transactions coming under the jurisdiction of the commission.
(Code 1968, § 12-116)

Secs. 14-117—14-121. Reserved.

DIVISION 9. RULE 9. PROBATION

Sec. 14-122. Duration.

Each original appointment or reappointment to a position in the classified service shall be for a probationary period of 12 consecutive months. Each employee so appointed shall complete the 12 months probationary period, which is to be regarded as a working test period, before being considered a classified employee. Each promotion in the classified service shall be for an additional probationary period of six months, which is also to be regarded as a working test period.
(Code 1968, § 12-122)

Sec. 14-123. Service ratings during probation.

During a probationary period the department director shall observe carefully the performance and conduct of the employee and, if the conduct of the employee is not satisfactory, then the circumstances pertaining to the unsatisfactory performance shall be reported to the civil service commission.
(Code 1968, § 12-123; Ord. No. 05-91, § 1, 1-25-05)